

**MINUTES OF THE PENLEE HOUSE AND PARK COMMITTEE MEETING**  
held in Committee Room No. 3, St. John's Hall, Penzance on Tuesday 6<sup>th</sup> December 2005  
at 7.00 pm.

**PRESENT**

Councillor M. Freeman (Chairman)  
Councillor A.J. Richings (Vice-Chairman)

Councillors R. Clark  
M.R. Cotton  
J.H. Dixon  
R.M. Lawrence  
P.C.H. Rendle

**ALSO PRESENT**

Mrs. A. Bevan (Director of Penlee House Gallery & Museum)

24. **APOLOGIES**

Councillors D.J. Axford, J.W. Champion and F. Granger.

25. **MINUTES OF MEETING HELD ON 1<sup>ST</sup> NOVEMBER 2005**

Having been circulated, it was

**RESOLVED:** that they should be signed as a true and correct record.

26. **REPORT OF DIRECTOR**

(a) **Exhibition, Income and Visitor Number Report**

The Director advised that although the visitor numbers to the Serpentine Exhibition were not high, it was attracting interest throughout Cornwall with a number of people travelling a considerable distance to visit the show.

The supporting book written by Mike Sagar-Fenton was also being extremely well received.

In terms of visitor numbers overall, the Director advised that for the calendar year to date, the figure was 34,708 which was 2,000 up on the previous full calendar year.

In respect of the financial year, the figure to the end of November stood at 25,827 as against 27,363 in the previous year and 26,803 in 2003/04.

With regard to income from all sources, this stood at £96,516.00 as against £99,970.00 for the previous year, although it was acknowledged that last year was a record year for

income, and it was

**RECOMMENDED:** that the Director's Report be received.

(b) Forthcoming Exhibitions

The Director advised that preparations were well in hand for the 'Richards Brothers Photography Exhibition', which would run from the 14<sup>th</sup> January to the 25<sup>th</sup> March 2006, and there was already considerable local interest in this show.

The Director wished to place on record her thanks to Morrab Library and to Councillor Jan Ruhrmund, in particular, for the considerable assistance which she had provided to the exhibition.

The show following this would run from the 1<sup>st</sup> April to the 10<sup>th</sup> June 2006 and was entitled 'John Brett - A Pre-Raphaelite in Cornwall' and a book was being produced by Sansom and Co. to coincide with this exhibition and it was

**RECOMMENDED:** that the position be noted.

(c) Acquisitions

The Director provided an update with regard to the proposed acquisition of the Harold Harvey painting entitled 'In the Whiting Grounds' to advise that the National Arts Collection Fund had committed £15,000.00 and a request had also been made to the V & A Fund for a similar amount.

Taking into account the contribution committed by the 'Friends of Penlee House' which it might be possible to increase, it was

**RECOMMENDED:** that the Town Council commit £5,000.00 from the Acquisitions Fund and that if there was to be any revision to this figure, the decision be delegated to the Chairman in conjunction with the Mayor and Town Clerk.

The Director also went on to advise of a number of items which would be placed at Penlee House from the Royal Geological Museum on a 25 year loan, and members noted that the contents of the Museum had now been removed to be located at other appropriate sites for display or conservation, and it was

**RECOMMENDED:** that the position be noted.

(d) SWMLAC Bulletin

The October/November issue of the above bulletin had been received and was available to any member who wished to have sight of it and it was

**RECOMMENDED:** that receipt be noted.

(e) Friends of Penlee House - Papers for Meeting of 14<sup>th</sup> November 2005 and Minutes of Meeting - 5<sup>th</sup> September 2005

The agenda and minutes for the above meeting had been circulated to all members for information and it was

**RECOMMENDED:** that receipt be noted.

(f) Artefact - Friends of Penlee House Newsletter

The November issue of the above newsletter had been circulated to the “Friends of Penlee House” and, again, was available to any member who wished to have sight of it and it was

**RECOMMENDED:** that receipt be noted.

(g) The Public Catalogue Foundation

The Director advised of an ambitious project based on the National Gallery London to record the United Kingdom’s complete collection of oil paintings in local public ownership.

The advantage of the scheme would be that the establishments owning such paintings would, as a result of the process, acquire good digital images of all paintings which may eventually be available on-line, with copyright protected as far as was possible.

However, the on-line proposal was under investigation and would come at a later stage and, in the first instance, the paintings would appear in a catalogue which would be sold to raise funds to assist with restorative works to paintings.

The paintings to be photographed would not only be those in Penlee House, but also those held in the Mayor’s Parlour. It was

**RECOMMENDED:** that the Town Council should approve participation in this project.

27. **REPORT OF TOWN CLERK**

(a) Open Air Theatre Season 2005

Following on from the report presented at the previous meeting, the Town Clerk had now received a response to the request for further information which revealed that there had been an error in the spreadsheet relating to the cost of refreshments and with the amendment to the figures, this revealed that there had been, in fact, a 36 per cent profit on the refreshments sold on performance evenings.

The information requested in terms of the attendance, performance by performance, had also been provided and the Director of the Acorn agreed that this would help to inform the content of future seasons.

A meeting would be convened in the New Year to which the Chairman of the Committee and the Director of Penlee House would be invited to consider the 2006 season, and the additional information from the Acorn Theatre would be copied to all members for information, and it was

**RECOMMENDED:** that the position be noted.

(b) Improvements in Park

(i) Playground

The Town Clerk advised that following the meeting of the Penlee House and Park Committee, he had now confirmed the contract with Venturplay and he had met with a representative of the company to discuss disabled provision within the proposed equipment which involved a modification to two swings and the siting of an appropriately designed roundabout.

The Town Clerk also advised that he would be writing to local charitable organisations, explaining the Town Council's proposal in relation to the play area and seeking possible financial support for additional equipment.

The contractor envisaged no problems in completing the work in the early Spring and certainly well within the 31<sup>st</sup> March deadline and it was

**RECOMMENDED:** that the position be noted.

(ii) Pond Project

The Town Clerk had been in touch with the successful contractor who proposed to start work on the 9<sup>th</sup> January 2006 with a completion date no later than the end of February and, again, it was

**RECOMMENDED:** that the position be noted.

(iii) Sensory Garden

The Town Clerk advised that he had now received a ruling from the Planning Authority to advise that the above was a permitted development and it was proposed that this 'in-house' project would commence late January/early February and, again, with a view to completion by the 31<sup>st</sup> March, and it was

**RECOMMENDED:** that the position be noted.

(iv) Northern Boundary Railings

The Planning Department had confirmed that planning consent was required for the erection of new galvanised railings, within the existing natural hedge on the northern boundary, and the Town Clerk was preparing the planning application, with a view to going out to tender at the beginning of January and, again, with the view to completion by

the 31<sup>st</sup> March, and it was

**RECOMMENDED:** that the position be noted.

(v) Resurfacing of Driveway

The tender process for the above would be dealt with in early January, again with a view to the work being completed by the 31<sup>st</sup> March although, this could be subject to temperature and weather conditions but, in any event, would be carried out as soon as possible in the early Spring and it was

**RECOMMENDED:** that the position be noted.

(vi) Woodland Walk

As part of the three year project to improve the woodland walk, a considerable amount of clearance of overgrown shrubs and species not appropriate to the walk was taking place and this would allow for Bluebells, Crocuses, Daffodils and other Spring flowers to take their place.

It was also proposed that next Autumn, the woodland walk would be extended in length down towards the main playing field, with the planting of a number of trees and it was

**RECOMMENDED:** that the position be noted.

**28. FINANCIAL POSITION INCLUDING REVISED ESTIMATES 2005/2006 AND ESTIMATES 2006/2007**

The Chairman referred to the papers which had been circulated with the agenda and thanked the Town Clerk for the detailed notes which had accompanied the estimates.

The Committee then examined all budget headings in detail, with particular reference to the income and expenditure in relation to 'Exhibitions Council Run' and the steps which had been taken to provide a balance budget under these headings.

Members also noted the reduction in the revised estimate on salaries for the current year, and the sad circumstances which had led to that reduction, and the specific proposals relating to the employment of the current trainee on a temporary contract, having originally been agreed in principle, was recommended for approval.

With regard to the bid in relation to the employment of a Project Officer to take forward proposals relating to the West Cornwall Arts Archive, considerable discussion ensued with regard to the trusteeship of the archive, the ownership of the documents contained within the archive, the loss of its temporary home and its long term future.

It was also noted that £5,000.00 had been received from a charitable source and the bid, which had been written into the revised estimates for the current year.

It was requested that the Town Clerk obtain:-

- (i) The agreement letter from the donor charity;
- (ii) The minutes of the trustees meeting to be held on the 18<sup>th</sup> January 2006 and copies of the HLF application completed during the year but withdrawn on the advice of the National Lottery.

Subject to the above, it was

**RECOMMENDED:** that the £5,000.00 be approved and that the trustees provide information relating to the management of the project and an early presentation from the Project Officer to the Penlee House and Park Committee.

The Committee then turned its attention to the issue of the car park machine in the Penlee House Car Park and following on from the resolution at the November meeting of the Committee, the Town Clerk advised that investigations with Metric, the machine supplier, revealed that the cost of a new machine would be £1,950.00 to include a full key-pad to enable registration numbers of vehicles to appear on the parking ticket, which would help to prevent the transfer of tickets to other car park users.

This price would include the supply and commissioning of the machine, but not installation which could be carried out by Council staff.

With regard to the purchase of a second machine to be located at the lower end of the car park, adjacent to an exit point and street light, the full machine would cost £2,100.00 plus a further £150.00 in relation to the key-pad facility and, again, this was for the supply and commissioning but not the installation of the machine which would be part carried out in-house but which would require the provision of a power-supply by others.

Solar machines would cost £200.00 to £300.00 more and, although there was a saving on installation cost, Metric advised that because of the damp atmosphere in Cornwall, the machines, which did not contain heaters, sometimes malfunctioned, leading to lost revenue and additional maintenance costs. It was, therefore,

**RECOMMENDED:** that from the available monies within the car park fund, the two machines, as outlined above, be purchased in the New Year. It was

**FURTHER RECOMMENDED:** that the financial position to the 31<sup>st</sup> October 2005 be noted and

**FURTHER RECOMMENDED:** that the revised estimates 2005/06 and the budget in respect of the year 2006/07 be approved (see Appendix "A").

9.05 pm

Chairman  
17<sup>th</sup> January 2006